

11 OCT 1979

MEMORANDUM FOR: Chief, Management Staff, DDA

FROM: James H. McDonald
Director of Logistics

SUBJECT: Office Evaluation Conference

REFERENCE: Mult adsee memo fm A/DDA, dtd 24 Oct 79,
same subject (DDA 79-3337; OL 9 4485)

As requested in the reference, attached is our agenda, including the names of the principal speakers who will be attending the Office Evaluation Conference scheduled for 30 November 1979. I expect to take just a few minutes for my opening remarks, while the Division and Staff Chiefs will limit their presentations to approximately seven minutes each.

/s/ James H. McDonald

James H. McDonald

Att

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OL 9 4485a

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